

How to Do Business In The Department of Defense Personal Property Program

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INTRODUCTION

Currently approved Transportation Service Providers (TSPs) and New Entrants, welcome. This pamphlet is intended to give you guidance. The pamphlet addresses currently approved New Entrants (Section I), TSPs (Section II) and also addresses matters pertinent to both TSPs and prospective New Entrants (Section III). New Entrants and expanded market approval will only be considered during an open season. Open seasons will be announced via our Headquarters, Military Surface Deployment and Distribution Command (SDDC), Alexandria, Virginia homepage (www.sddc.army.mil).

The DoD Personal Property Program has four components:

- **Domestic Personal Property Program** – Interstate and Intrastate shipments within CONUS
- **International Personal Property Program** – Shipments to/from CONUS/OCNUS as well as shipments between OCONUS destinations
- **Mobile Home Personal Property Program** – Movement of mobile homes within CONUS using One-Time-Only rates
- **Boat Personal Property Programs** – Movement of boats within CONUS by tow-away or commercial haul using One-Time-Only rates

TSPs wishing to participate in any of these programs must be approved by SDDC before filing rates. Qualification involves, among other things, satisfying the TOS, international rate solicitations and/or domestic rate solicitations, as applicable. Once qualified, a TSP's approval to participate in the program is valid unless the TSP fails to maintain other program requirements or is removed from the program by SDDC.

SECTION I – New Entrants

A. Overview

SDDC is responsible for the qualification of TSPs for the Department of Defense (DoD) Personal Property Program. This "How to Do Business in the Department of Defense Personal Property Program," SDDC Pamphlet 55-4, outlines the requirements and contains the procedures for qualifying to participate in the program.

We recommend that all new applicants that wish to become TSPs read the Tender of Service (TOS), which is located in Appendix B of the Defense Transportation Regulation (DTR) Part IV, DOD 4500.9R. The TOS is the basic document that specifies the terms and conditions of participation in the program. Please read the TOS carefully and thoroughly. It provides details concerning qualification procedures, mutual agreements and understandings, service and performance requirements and certifications. The TOS is available via the SDDC website. Please see *Appendix D* of this How to do Business in the Department of Defense Personal Property Program pamphlet for instructions on viewing the TOS.

Before SDDC will grant approval applicants must meet the requirements listed below including electronic submission of applicable forms, documentation and certifications.

New Entrants applying to the program must comply with each of these requirements:

- Electronic Transportation Acquisition (ETA) Requirement – Currently approved TSPs and new entrants must obtain a login and password to ETA in order to submit qualification documents to SDDC. To maintain this ID and password, the ID/password must be utilized at least monthly or the account will be locked.
- Certificate of Independent Pricing (CIP) Requirements – Participating TSPs must certify independent development and submission of rates.
- Optional Reference Check – SDDC may, as it deems appropriate, ask for and contact references to verify a TSP's experience.

Digital Identity Certificate Requirement. The implementation date for digital certificate is currently on hold. DoD will require that all users of DoD systems use digital certificates to access those DoD systems. Commercial users (the TSP, TSP's Surety Companies for the Performance Bond, Insurance Providers for the Cargo and Liability Insurance and CPAs for the submission of financials) must obtain a digital certificate from one of the External Certificate Authority vendors at a cost. At a minimum you must purchase the "identity" certificate. Some of the vendors offer "encryption" certificates for use with E-mail but that is not required for use with ETA. Currently, Digital Certificates are optional for TSPs applying to the program. Commercial users will not be able to access any of the DoD systems without the Digital Certificate. Be aware that each ETA user-ID may have only one unique certificate associated with it. You will be directed how to link your certificate to your ETA user-ID (i.e. TSP) on the ETA home page. SDDC recommends companies purchase and begin to use the new digital capability before it becomes mandatory. Questions referring to Electronic Transportation Acquisition (ETA) or Digital Certificate should be directed to ETA administrator by clicking on Contact ETA at email address <https://eta.sddc.army.mil> or contact Transportation Operational Personal Property Standard System (TOPS) help desk at 800-331-7348.

B. Qualification Requirements

The qualification requirements are listed below for new entrants and currently approved TSPs that wish to remain in the program. New entrants are those seeking initial entry into the program i.e., those not currently approved for participation in the program.

Each TSP seeking qualification must comply with the following requirements to be eligible to submit documents to SDDC for consideration in the program:

1. Standard Carrier Alpha Code (SCAC)

TSPs must obtain and maintain a valid four-digit alpha code from the National Motor Freight Traffic Association (NMFTA), 2200 Mill Road, Alexandria, Virginia 22314, at phone (703) 838-1831. The SCAC is required on all correspondence to the government for identification purposes. NMFTA charges an annual fee to maintain SCACs. Failure to maintain a valid SCAC at all times will result in removal from the program.

2. Central Contractor Registration

All TSPs doing business with DOD must be registered in the Central Contractor Registration (CCR) database. Consideration of TSPs for future participation in SDDC procurements of transportation and transportation services, future solicitations, awards, and payments will be based on CCR registration. TSPs register only once, but must update information annually. TSPs should register directly via the Internet at www.ccr.gov. CCR customer service is available through the CCR Customer Service Center at (888) 227-2423 or (888) 352-9333, option # 3.

3. Electronic Transportation Acquisition Registration

All web forms that are submitted on-line will require authentication using SDDC's Electronic Transportation Acquisition (ETA) system. TSPs seeking qualification approval will need an ETA account as well as currently approved TSPs editing/submitting web forms to maintain TSP approval. To request this account visit the ETA homepage located at www.sddc.army.mil. Click on "Access ETA Systems", click on "Register for the First Time", scroll down to Personal Property, check Personal Property Carrier Qualification then select the appropriate role. The following roles are available for selection:

- TSP (Transportation Service Provider)
- Insurance Company
- Surety Company
- CPA (Certified Public Accountant)

Scroll down to Generate Request Form, click on "General Request Form". Your User Id will be emailed to you. Your password will follow, after approval, via a separate email.

4. Digital Identity Certificate Verification

DoD will require that all users of DoD systems use digital certificates as means of access to those systems. **The date for DoD to completely transition to the use of these certificates is currently on hold.** At that time, commercial users must obtain a digital certificate from one of the External Certificate Authority vendors at a cost. At a minimum you must purchase the "identity" certificate. Some vendors offer "encryption" certificates for use with E-mail, but that is not required for use with

ETA. Currently, Digital Certificates are optional. Commercial users will not be able to access any of the SDDC systems without the Digital Certificate. Be aware that each ETA user-id may have only one unique certificate associated with it. You will be directed how to link your certificate to your ETA user-id on the ETA home page.

The qualification process requires TSPs and their Surety Company, Insurance Company, and Certified Public Accountant, to use a digital identity certificate from one of these three vendors:

- a. Operational Research Consultants (ORC), <http://eca.orc.com/>
- b. Digital Signature Trust (DST),
<http://www.digsigtrust.com/federal/DoD.html>
- c. Verisign, <http://www.verisign.com/enterprise/government/ieca-DoD.html>

These three companies are the only ones currently approved to provide this capability to the DoD. A digital identity certificate is the digital equivalent of an ID card. For DoD military, civilians and authorized contractors, digital identity certificates will be located on a Common Access Card (CAC). For commercial users, it will be a file that resides on your PC. When you access a SDDC system, the system will check your PC for a digital identity certificate. If you have one, it will verify the user information and allow you to access the system(s) for which you have been approved. Using digital identity certificates provides a tighter security environment than user identifications and passwords.

5. Submission Requirements for Web Forms and Fax Documents:

Web Forms (The following *web forms* must be submitted via the web.):

- a. Electronic Tender of Service Signature Sheet (ETOSSS) submitted by the TSP
- b. List of Countries and Codes of Service (LOCCS) submitted by the TSP
- c. Certificate of Cargo Liability Insurance submitted by the TSP's insurer
- d. Performance Bond (for Domestic Interstate and/or International) submitted by the TSP's surety company
- e. Certificate of Independent Pricing (CIP) submitted by the TSP
- f. Financial Data/Statements (Audited or Reviewed Financial Data/Statements) submitted by the TSP's independent Certified Public Accountant

Faxed Documents (Must be submitted via FAX ONLY to SDDC Alexandria, VA at (703) 428-3321. Hard copy documents received via the mail and faxes not received at (703) 428-3321 will not be accepted.):

- a. Proof of Federal and State Regulatory Compliance - the *only* operating authority acceptable to meet this requirement is issued by the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA). Maritime Commission certificates and permits will not be accepted. Acceptable Types of Operating Authority are listed below:

- 1.) DOT FMCSA Motor Carrier Certificate
 - 2.) DOT FMCSA Freight Forwarder Permit
 - 3.) State Permit (for Intrastate Program)
 - 4.) Articles of Incorporation (only upon SDDC's request)
- b. Key Personnel Resumes or References (Only upon SDDC's request)
 - c. Proof of Company Experience (Only upon SDDC's request)

6. Qualification Requirements for New Entrants

a. Financial Data/Statements and Financial Ratios

To qualify for participation in the program, TSPs should have a Quick Ratio of 1:1 or better and a Debt to Equity ratio of 4:1 or less. SDDC expects the TSPs to meet these requirements at the time of application and maintain acceptable ratios while participating in the DoD program. New entrants must have their independent CPAs submit their most current financial data that has been audited or reviewed. See Appendix A of this pamphlet for definitions of ratios and instructions for completing the Personal Property Qualification Web (PPQWEB) financial data form.

b. Certificate of Cargo Liability Insurance

For Domestic and International programs, the minimum cargo liability insurance coverage per shipment will be \$22,500. The aggregate amount will remain \$150,000. The Certificate of Cargo Liability Insurance form (located on SDDC's website, must be submitted by the TSP's insurance representative. No other forms will be accepted. The certificates of cargo liability must be executed by an insurer with a rating of "A-" or better in the Best Key Rating Guide.

The Certificate of Cargo Liability Insurance form contains a statement that the insurance company will give a 30-day written notice of any changes, expiration, or cancellations of the insurance policy. **The insurance company must submit the notice of cancellation by sending a fax to (703) 428-3321.** The 30-day notice period begins from the date the notification is actually received at SDDC. Deductibles are not permitted in the policy and are not a valid defense for claims filed by shipper, consignees, or the DOD.

Instructions on how to view and complete the Insurance Certificate web form are contained in Appendix A of this pamphlet.

c. Performance Bonds

Performance Bonds are required in both the international and domestic interstate programs. The bond requirement does not apply to domestic intrastate TSPs.

For the international program the bond requirement is a minimum of \$100,000 or 2.5% of previous-year international DOD revenue, whichever is greater. International TSPs must have their surety company representative submit a “continuous until cancelled” bond. SDDC will review the international bond amount annually.

For the domestic interstate program the bond requirement is a minimum of \$50,000 or 2.5% of previous-year DOD domestic interstate revenue, whichever is greater. Domestic interstate TSPs currently participating in the program must have their surety company representative submit a “continuous until cancelled” bond. SDDC will review domestic bonds annually.

When SDDC determines that either the international or domestic bond needs to be increased, the TSP will be notified in writing and provided 30 days to submit a new bond or a rider to the current bond on file reflecting the updated amount.

Performance bonds (Domestic and International, whichever is applicable) must be continuous with no lapse in coverage. If a lapse in coverage occurs, DOD TSP approval will be revoked.

Instructions on how to view and complete the Performance Bond web form are contained in Appendix A of this pamphlet.

d. Electronic Tender of Service Signature Sheet Requirement ETOSSS)

The company’s President must certify that: (i) the information in the ETOSSS application is true and correct; and (ii) the company agrees to provide service as set forth in the TOS and applicable rate solicitation. The ETOSSS includes important ownership information. It also contains: a checklist that the TSP meets all minimum qualification requirements; an International and/or Domestic **CFAC certification**; the type of service the TSP will be performing (Codes 1, 2, Mobile Home, Tow-a-way Boat, Commercial Boat, 3, 4, 5, 7, 8, J, T); the Standard Carrier Alpha Code; the Basic Federal/State Permit Number, TSP type (Freight Forwarder, Motor Carrier); Employer’s IRS identification number; TSP’s name; physical and mailing address, telephone numbers, email address; shareholder/partner information; officials authorized to submit electronic forms; **Key Personnel**; **Small Business Certification**; and the President’s Certification Statement.

1.) Common Financial and/or Administrative Control (CFAC) is addressed in Part I of the ETOSSS. CFAC means the power, actual as well as legal, to influence the management, direction or functioning of a business organization. CFAC must be declared in accordance with the TOS. The fact that SDDC allows CFAC does, not, however, mean that commonly owned entities may have less than completely independent pricing or otherwise collude on pricing. TSPs declaring CFAC cannot compete in the same rate channel in the same code of service in the International Program. Domestic TSPs must declare CFAC on the ETOSSS. While there is no restriction in the domestic program on TSPs participating in the same lane of traffic or same

code of service, they must declare CFAC. A TSP failing to disclose CFAC may be removed from the program for a period of up to two years and may be prosecuted for filing a false official statement in violation of 18 USC 1001.

2.) Key Personnel: Transportation Service Providers must list each company official, CEO, CFO, President, Vice President, Treasurer, Secretary, Operations Manager, Dispatcher, Director and Trusted Agent(s). TSPs must continually have two (2) key personnel involved in the management of the company (excluding the Treasurer and Secretary) that have at least three (3) years of experience in the movement of personal property shipments. Experience from employment with an international freight forwarder, van line, or agent are some examples of acceptable forms of occupational training for purposes of meeting this requirement. SDDC reserves the right to request proof of three-year experience in transporting Personal Property, of the two key employees (i.e. a resume, references, etc.).

Instructions for submitting resumes, references etc., are contained in Appendix A of this pamphlet.

3.) Small Business Certification: TSPs are required to self-certify whether they are a Small Business entity. This information is used for statistical purposes only.

TSPs are required to submit an updated ETOSSS web form as changes occur to the information provided.

Instructions on how to view and complete the ETOSSS web form are contained in Appendix A of this pamphlet.

e. List of Countries and Codes of Service (LOCCS)

TSPs designate the countries, states, and codes of service wherein they wish to perform.

Additional Countries/States and Codes of Service may only be added during an open season.

Before you make a deletion on the LOCCS, you must review the rate solicitations for program requirements. Deletion of Countries/States and Codes of Service may only be deleted in coordination with the rate solicitations.

Once you have made the deletion to the LOCCS and the form has been approved, the change will be uploaded to the database within 24 hours.

Instructions on how to view and complete the LOCCS web form are contained in Appendix A of this pamphlet.

f. Company Experience Requirements

This requirement pertains to new entrants seeking initial approval. The TSP must have three years Government and/or commercial experience in the

movement of personal property. SDDC will use the date on the DOT FMCSA operating authority (i.e., FMCSA Motor Carrier Certificate, FMCSA Freight Forwarder Permit, or State Permit if applicable), or if the state is deregulated, the date on the company's Articles of Incorporation for determining the company three-year experience requirement. SDDC reserves the right to request additional proof of three-year personal property experience, e.g., bills of lading, commercial invoices, etc., for proof of personal property movement.

Instructions on how to submit proof of company experience are contained in Appendix A of this pamphlet.

g. Federal and State Regulatory Compliance

TSPs are required to comply with all applicable Federal, State and Local requirements for the movement and storage of personal property. TSPs must: (i) annotate on the ETOSSS their DOT FMCSA Motor Carrier or DOT FMCSA Freight Forwarder number assigned by the Department of Transportation; and (ii) annotate their applicable DOT number. SDDC will use the DOT's Licensing and Insurance System to verify a TSP's valid household goods operating authority. Interstate and International TSPs must provide a copy of the DOT FMCSA Freight Forwarder permit or DOT FMCSA Motor Carrier certificate. **The Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) issues the only authority acceptable to meet this requirement. Maritime Commission certificates and permits will not be accepted.**

If you have intrastate authority ONLY, you must fax a copy to (703) 428-3321 of your state permit. If that state is deregulated and no permit is issued, you must submit a fax copy of your Articles of Incorporation.

The TSP must maintain valid household goods operating authority at all times. If authority becomes invalid, DOD TSP approval will be revoked.

Instructions on how to submit proof of Federal and State Regulatory Compliance are contained in Appendix A of this pamphlet.

h. Certificate of Independent Pricing

A TSP must submit a CIP. This certificate must be electronically signed by a TSP's President.

Instructions on how to submit the Certificate of Independent Pricing web form are contained in Appendix A of this pamphlet.

i. Required Forms

To document compliance with the above qualification requirements, TSPs seeking approval must submit the following forms and documents within the time frame specified for the open application period:

- 1.) Electronic Tender of Service Signature Sheet (ETOSSS)
- 2.) List of Countries and Codes of Service (LOCCS)
- 3.) Certificate of Cargo Liability Insurance

- 4.) Performance Bond (for Domestic Interstate and International)
- 5.) Certificate of Independent Pricing
- 6.) Audited or Reviewed Financial Statements

Faxed Documents (Must be submitted via FAX ONLY to SDDC Alexandria, VA at (703) 428-3321. Hard copy documents received via the mail and faxes not received at (703) 428-3321 will not be accepted.):

1.) Proof of Federal and State Regulatory Compliance

Copy of the DOT FMSCA Operating Authority

- (-) DOT FMSCA Motor Carrier Certificate
- (-) DOT FMSCA Freight Forwarder Permit
- (-) State Permit (Intrastate)
- (-) Articles of Incorporation

Proof of Federal and State Regulatory Compliance, the *only* operating authority acceptable to meet this requirement is issued by the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA). Maritime Commission certificates and permits will not be accepted. Acceptable Types of Operating Authority are listed below

2.) Key Personnel Resumes or References (Only upon request by SDDC)

3.) Proof of Company Experience (Only upon request by SDDC)

SECTION II – Currently Approved TSPs

A. Applying for Additional Market Approval

Currently approved TSPs are those seeking approval to do business in an additional market e.g., domestic interstate/intrastate, international household goods or international unaccompanied baggage.

We recommend that you read the Tender of Service (TOS), which is located in Appendix B of the Defense Transportation Regulation (DTR) Part IV, DOD 4500.9R. The TOS is the basic document which specifies the terms and conditions of participation in the program. The TOS must be read carefully and thoroughly as it provides details concerning qualification procedures, mutual agreements and understandings, service and performance requirements and certifications. The TOS is available via the SDDC website. Please see Appendix D of this How to do Business in the Department of Defense Personal Property Program pamphlet for instructions on viewing the TOS.

Approval permits TSPs to offer transportation services in support of the program, but does not guarantee award of shipments; traffic distribution is based on the procedures outlined in DTR Chapter 402.

TSPs seeking additional approvals to the program must comply with each of these requirements:

- Electronic Transportation Acquisition (ETA) Requirement – Currently approved TSPs and new entrants must obtain a login and password to ETA in order to submit qualification documents to SDDC. To maintain this ID and password, the ID/password must be utilized at least monthly or the account will be locked.
- Certificate of Independent Pricing () Requirements – Participating TSPs must certify independent development and submission of rates.
- Optional Reference Check – SDDC can, as necessary, ask for and contact business references to verify that a TSP has met experience requirements.

Digital Identity Certificate Requirement. The implementation date for digital certificate is currently on hold. DoD will require that all users of DoD systems use digital certificates to access those DoD systems. Commercial users (the TSP, TSP's Surety Companies for the Performance Bond, Insurance Providers for the Cargo and Liability Insurance and CPAs for the submission of financials) must obtain a digital certificate from one of the External Certificate Authority vendors at a cost. At a minimum you must purchase the "identity" certificate. Some of the vendors offer "encryption" certificates for use with E-mail but that is not required for use with ETA. Currently, Digital Certificates are optional. Commercial users will not be able to access any of the DoD systems without the Digital Certificate. Be aware that each ETA user-id may have only one unique certificate associated with it. You will be directed how to link your certificate to your ETA user-id (i.e. TSP) on the ETA home page. SDDC recommends companies purchase and begin to use the new digital capability before it becomes mandatory.

The DoD Personal Property Program has four components:

- **Domestic Personal Property Program** – Interstate and Intrastate shipments within CONUS
- **International Personal Property Program** – Shipments to/from CONUS/OCONUS as well as shipments between OCONUS destinations
- **Mobile Home Personal Property Program** – Movement of mobile homes within CONUS using One-Time-Only rates
- **Boat Personal Property Programs** – Movement of boats within CONUS by tow-away or commercial haul using One-Time-Only rates

B. Currently Approved Carriers

Once qualified, a TSP's approval to participate in the program is valid unless the TSP fails to maintain other program requirements, e.g., those identified in the TOS, the international rate solicitation or domestic rate solicitation or SDDC pamphlet 55-4.

1. Standard Carrier Alpha Code (SCAC)

TSPs must obtain and maintain a valid four-digit alpha code from the National Motor Freight Traffic Association (NMFTA), 2200 Mill Road, Alexandria, Virginia 22314, at phone (703) 838-1831. The SCAC is required on all correspondence to the government for identification purposes. NMFTA charges an annual fee to maintain SCACs. Failure to maintain a valid SCAC at all times will result in removal from the program.

2. Central Contractor Registration

All TSPs doing business with DoD must be registered in the Central Contractor Registration (CCR) database. Consideration of TSPs for future participation in SDDC procurements of transportation and transportation services, future solicitations, awards, and payments will be based on CCR registration. TSPs register only once, but must update information annually. TSPs should register directly via the Internet at www.ccr.gov. CCR customer service is available through the CCR Customer Service Center at (888) 227-2423 or (888) 352-9333, option # 3.

3. Electronic Transportation Acquisition Registration

All web forms that are submitted on-line will require authentication using SDDC's Electronic Transportation Acquisition (ETA) system. TSPs seeking qualification approval will need an ETA account as well as currently approved TSPs editing/submitting web forms to maintain TSP approval. To request this account visit the ETA homepage located at www.sddc.army.mil. Click on "Access ETA Systems", click on "Register for the First Time", scroll down to Personal Property, check Personal Property Carrier Qualification then select the appropriate role. The following roles are available for selection:

- TSP
- Insurance Company
- Surety Company
- CPA

Scroll down to Generate Request Form, click on "General Request Form". Your User Id will be emailed to you. Your password will follow, after approval, via a separate email.

4. Digital Identity Certificate Verification

DoD will require that all users of DoD systems use digital certificates as means of access to those systems. **The date for DoD to completely transition to the use of these certificates is currently on hold.** At that time, commercial users must obtain a

digital certificate from one of the External Certificate Authority vendors at a cost. At a minimum you must purchase the “identity” certificate. Some of the vendors offer “encryption” certificates for use with E-mail but that is not required for use with ETA. Currently, Digital Certificates are optional. Commercial users will not be able to access any of the SDDC systems without the Digital Certificate. Be aware that each ETA user-id may have only one unique certificate associated with it. You will be directed how to link your certificate to your ETA user-id on the ETA home page.

The qualification process requires TSPs and their Surety Company, Insurance Company and Certified Public Accountant to use a digital identity certificate from one of the three vendors listed below:

- a. Operational Research Consultants (ORC), <http://eca.orc.com/>
- b. Digital Signature Trust (DST), <http://www.digsigtrust.com/federal/DoD.html>
- c. Verisign, <http://www.verisign.com/enterprise/government/ieca-DoD.html>

These three companies are the only ones currently approved to provide this capability to the DoD. A digital identity certificate is the digital equivalent of an ID card. For DoD military, civilians and authorized contractors, digital identity certificates will be located on a Common Access Card (CAC). For commercial users, it will be a file that resides on your PC. When you access a SDDC system, the system will check your PC for a digital identity certificate. If you have one, it will verify the user information and allow you to access the system(s) for which you have been approved. Using digital identity certificates provides a tighter security environment than user identifications and passwords.

5. Submission Requirements for Web Forms and Fax

Documents:

The following **web forms** must be submitted via the web.

- a. Electronic Tender of Service Signature Sheet (ETOSSS) submitted by the TSP
- b. List of Countries and Codes of Service (LOCCS) submitted by the TSP
- c. Certificate of Cargo Liability Insurance submitted by the TSP's insurer
- d. Performance Bond (for Domestic Interstate and/or International) submitted by the TSP's surety company
- e. Certificate of Independent Pricing submitted by the TSP
- f. Financial Data/Statements (Audited or Reviewed Financial Data/Statements) submitted by the TSP's independent Certified Public Accountant

Faxed documents must be submitted via FAX ONLY to SDDC, Alexandria, Virginia at (703) 428-3321. If any of the following documents are received via mail or are faxed to any other fax number other than (703) 428-3321, will not be accepted.

- a. Proof of Federal and State Regulatory Compliance, the only operating authority acceptable to meet this requirement is issued by the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA). Maritime Commission certificates and permits will not be accepted. Acceptable Types of Operating Authority are listed below:
 - 1.) DOT FMCSA Motor Carrier Certificate
 - 2.) DOT FMCSA Freight Forwarder Permit
 - 3.) State Permit (for Intrastate program)
 - 4.) Articles of Incorporation (upon request from SDDC)
- b. Key Personnel Resumes or References (Only upon request by SDDC)
- c. Proof of Company Experience (Only upon request by SDDC).

6. Federal and State Regulatory Compliance

TSPs must comply with all applicable Federal, State and Local requirements for the movement and storage of personal property. TSPs must: (i) annotate on the ETOSSS their DOT FMCSA Motor Carrier or DOT FMCSA Freight Forwarder number assigned by the Department of Transportation; and (ii) annotate their applicable DOT number. SDDC will use the DOT's Licensing and Insurance System to verify a TSP's valid household goods operating authority. Interstate and International TSPs must provide a copy of the DOT FMCSA Freight Forwarder permit or DOT FMCSA Motor Carrier certificate. **The Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) issues the only authority acceptable to meet this requirement. Maritime Commission certificates and permits will not be accepted.**

If the TSP has intrastate authority ONLY, TSP must fax a copy to (703) 428-3321 of their state permit. If that state is deregulated and no permit is issued, TSP must submit a fax copy of their Articles of Incorporation.

The TSP must maintain valid household goods operating authority at all times. If authority becomes invalid, DOD TSP approval will be revoked.

C. Additional Market Qualification Requirements

Currently approved TSPs seeking approval to participate in additional markets may only do so during any open qualification period. They also must meet the following requirements

**a. Currently Approved DoD Interstate Domestic TSPs Seeking Additional
*Intrastate Approval***

TSPs must fax a letter to SDDC at (703) 428-3321 indicating they wish to expand their market to include intrastate approval and what additional codes of service. The letter must contain the company name, SCAC, date, and signature of an Officer of the company listed on the ETOSSS (CEO, CFO, President, or Vice President). The TSP must submit a new ETOSSS and LOCCS. SDDC may request the TSP fax a copy of the applicable operating authority (State Permit or Articles of Incorporation). However, this is only upon SDDC request.

**b. Currently Approved DoD Intrastate Domestic TSPs Seeking
Additional *Interstate Approval***

TSP must fax a letter to SDDC at (703) 428-3321 indicating they wish to expand their market to include Interstate approval and what additional codes of service. The letter must contain the company name, SCAC, date, and signature of an Officer of the company listed on the ETOSSS (CEO, CFO, President, or Vice President). Submit a new ETOSSS, and LOCCS. The TSP's Surety Company must submit a Performance Bond in the amount of \$50,000.00. SDDC may request the TSP fax a copy of the applicable operating authority (DOT FMSCA Freight Forwarder Permit or DOT FMSCA Motor Carrier Certificate). Refer to h. Federal and State Regulatory Compliance located above for authority clarification.

**c. Currently Approved DoD Inter/Intrastate Domestic TSPs Seeking
Additional *International Approval***

TSP must fax a letter to SDDC at (703) 428-3321 indicating they wish to expand their market to include International approval and what additional codes of service. The letter must contain the company name, SCAC, date, and signature of an Officer of the company listed on the ETOSSS (CEO, CFO, President, or Vice President). Submit a new ETOSSS, and LOCCS. The TSP must have their insurance provider submit a new Certificate of Cargo Liability Insurance to reflect both international and domestic coverage. The TSP's Surety Company must submit a Performance Bond in the amount of \$100,000.00. SDDC may request the TSP fax a copy of the applicable operating authority (DOT FMSCA Freight Forwarder Permit or DOT FMSCA Motor Carrier Certificate). Refer to h. Federal and State Regulatory Compliance located above for authority clarification.

**d. Currently Approved DoD International TSPs Seeking Additional
*Inter/Intrastate Approval***

TSP must fax a letter to SDDC at (703) 428-3321 indicating they wish to expand their market to include Interstate and/or Intrastate approval and what additional codes of service. The letter must contain the company name, SCAC, date, and signature of an Officer of the company listed on the ETOSSS (CEO, CFO, President, or Vice

President). Submit a new ETOSSS, and LOCCS. The TSP must have their insurance provider submit a new Certificate of Cargo Liability Insurance to reflect both international and domestic coverage. The TSP's Surety Company must submit a Performance Bond in the amount of \$50,000.00 if the approval is for *interstate*. No performance bond is required for *intrastate* approval. SDDC may request the TSP fax a copy of the applicable operating authority (State Permit or Articles of Incorporation, OR, DOT FMSCA Freight Forwarder Permit or DOT FMSCA Motor Carrier Certificate). Refer to h. Federal and State Regulatory Compliance located above for authority clarification.

e. Currently Approved DoD TSPs Seeking Additional Boat or Mobile Home Approval

TSP must fax a letter to SDDC at (703) 428-3321 indicating they wish to expand their market to include Boat and/or Mobile Home approval. The letter must contain the company name, SCAC, date, and signature of an Officer of the company listed on the ETOSSS (CEO, CFO, President, or Vice President). Submit a new ETOSSS indicating Boat and/or Mobile Home service. The TSP must have their insurance provider submit a Certificate of Cargo Liability Insurance for Mobile Home/Boat. No performance bond is required for Mobile Home/boat approval.

The TSPs are not required to submit new Financial Statements, new Certificates of Independent Pricing or new Certificates of Responsibility as part of their additional qualification package.

Instructions for submission of each of these requirements are contained in Appendix A of this pamphlet.

f. Required Forms

TSPs seeking approvals to participate in additional markets should submit the following forms based on the scenarios listed above, within the time frame given in the open enrollment period:

- (1) Electronic Tender of Service Signature Sheet (ETOSSS)
- (2) List of Countries and Codes of Service (LOCCS)
- (3) Certificate of Cargo Liability Insurance
- (4) Performance Bond (for Domestic Interstate and International)

Faxed Documents (Must be submitted via FAX ONLY to SDDC Alexandria, VA at (703) 428-3321. Hard copy documents as listed below received via the mail and faxes not received at (703) 428-3321 will not be accepted.):

Letter of request for the additional market and/or code of service approval

- (1) Proof of Federal and State Regulatory Compliance

Copy of the DOT FMSCA Operating Authority (Only Upon SDDC Request)

- (-) DOT FMSCA Motor Carrier Certificate
- (-) DOT FMSCA Freight Forwarder Permit
- (-) State Permit (Intrastate)
- (-) Articles of Incorporation

Proof of Federal and State Regulatory Compliance, the *only* operating authority acceptable to meet this requirement is issued by the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA). Maritime Commission certificates and permits will not be accepted. Acceptable Types of Operating Authority are listed below

SECTION III – Matters applicable to both Currently Approved TSPs and New Entrants after approval is gained

A. Participation (New and Continued) in the Department of Defense Personal Property Program

TSPs must notify SDDC for the following reasons:

(1) Changes in Required TSP Information

TSPs are required to submit updated web forms as changes occur to the information contained in the documents previously provided for approval. It is the TSP's responsibility to submit or to have their industry partner's (surety company, insurance company or C.P.A. company) submit updates to SDDC for each web form or faxed document as outlined in Appendix A of this pamphlet. Failure to update forms/certifications or have your industry partners update forms as changes occur will likely result in your DoD approval being revoked.

(2) Annual Financial Data/Statement Requirements

Approved TSPs must have their independent Certified Public Accountant provide data from audited or reviewed financial statements to SDDC annually. These TSP's must meet and maintain a quick ratio of 1 to 1 or greater and a debt to equity ratio of 4 to 1 or less. Data will be submitted via the web using the Financial Statement web form. Financial statements must be prepared according to generally accepted accounting principles using the accrual basis of accounting. Annual financial statements must be submitted within 120-calendar days of year-end, normally defined as December 31st. If a company closes its books on a fiscal year basis (other than December 31st), then financial statements should be submitted within 120 calendar days of that date. Companies desiring to change their report dates must coordinate this with SDDC's Internal Review Office at (703) 428-3205. Requests to change reporting periods must be received not later than 90 days before the intended start of changed reporting period. SDDC will approve or reject the requested change not later than 30 days prior to the start of the change period. See Appendix A of this pamphlet for definitions of ratios and instructions for completing the ETA financial data form.

Failure to Submit Documents or Maintain Acceptable Ratios. If SDDC does not receive the annual financial statements within the 120-calendar day time frame, the TSP's DoD approval will be revoked. No *pro forma* statements will be accepted in lieu of actual financial statements. Additionally, SDDC reserves the right to obtain services from an independent third party source to conduct financial risk analysis of the TSP's financial submissions. This analysis will compare the TSP with

appropriate industry norms. This information may be used to assist in the determination of financial risk to the government. If any DoD approved TSP falls below the minimum financial requirement, their DoD TSP approval may be revoked at SDDC's sole discretion. TSPs are responsible to assure that any financial data submitted to SDDC's web page has been reviewed and submitted by an independent Certified Public Accountant (individual or firm). If SDDC determines that data submitted was from other than an independent Certified Public Accountant, SDDC may immediately cease doing business with the associated TSP.

(3) Change in Insurance Notification

The Certificate of Cargo Liability Insurance and Mobile Home/Boat Insurance both contain a statement that the insurance company will give SDDC, ATTN: SDPP-PO, a 30-day fax notice [(703) 428-3321] of any changes, expiration, or cancellations of the insurance policy.

(4) Annual Performance Bond Increases

When SDDC determines that either the international or domestic bond needs to be increased, the TSP will be notified via company central email address listed on the most current Electronic Tender of Service Signature Sheet (ETOSSS) in PPQWEB and provided 30 days to have their surety company submit a new bond via PPQWEB reflecting the updated amount.

For the international program the bond requirement is a minimum of \$100,000 or 2.5% of previous-year international DoD revenue, whichever is greater.

International TSPs must have their surety company submit the "continuous until cancelled" electronic bond via PPQWEB. SDDC will review the international bond amount annually.

For the domestic interstate program the bond requirement is a minimum of \$50,000 or 2.5% of previous-year DoD domestic interstate revenue, whichever is greater.

Domestic interstate TSPs currently participating in the program must have their surety company submit the "continuous until cancelled" electronic bond via PPQWEB. SDDC will review the international bond amount annually. SDDC will review domestic bonds annually.

(5) Change of Ownership, Name, or Key Personnel Notification Requirements

All DoD approved TSPs are required to notify SDDC within 45 calendar days of a change of ownership, a change of corporate name, or change of key personnel.

- ***Change of Ownership:*** When a company changes ownership, a Novation agreement must be faxed to SDDC at (703) 428-3321. Approval will be based on a review of the sales agreement and evidence to show that the new TSP complies with all qualification requirements. The new asset owner (transferee) must assume all obligations of the transferor.

Appendix C of this pamphlet contains the form for this notification.

- ***Change of Name:*** When a company changes its name, they must fax a change of name notification to SDDC at (703) 428-3321.

Appendix C of this pamphlet contains the form for this notification.

- ***Change of Key Personnel:*** When a company changes key personnel they must submit an updated ETOSSS web form to include the Trusted Agent(s).
- If the certifying official leaves the company or that position, new certificates of Independent Pricing and Responsibility must be certified and submitted by the new president or Chief of Executive Officer.

Instructions on how to view and complete the ETOSSS, Certificate of Independent Pricing, and the like are contained in Appendix A of this pamphlet.

B. Optional Item

Electronic Data Interchange (EDI)/Trading Partner Agreement (TPA)

While this is not a requirement, we would encourage you to participate in the EDI/TPA process. Government activities can use EDI in lieu of paper-based transactions. The EDI/TPA applies to the electronic exchange of transportation data and other transportation related information between DoD components and DoD Finance Centers for transportation services payment, and their trading partners.

C. Qualification Timeline

TSPs seeking initial qualification as well as previously qualified TSPs seeking qualification in new markets must submit the required forms within the timeframe specified in the announcement of open enrollment. Upon SDDC's review of each submission, TSPs not meeting the qualification requirements will have seven calendar days from the date of notification from SDDC, (which may come by telephone or email), to provide additional or corrected information. After the seven-day correction period has passed, the corrected documentation will not be considered and the TSP will not gain approval. However, SDDC, may consider extenuating or mitigating circumstances showing that the TSP was not responsible for failing to meet the deadline. TSPs not approved may re-apply during the next open enrollment period.

**D. SDDC is Not Responsible For, and Shall Not Interfere In,
Commercial Dealings of TSPs, their Subcontractors and Vendors**

TSPs and their subcontractors and vendors are responsible for conducting their own due diligence when contracting commercially for the performance of bills of lading. SDDC's review and enrolling of program participants is solely for the government's benefit; it does not constitute any representation by SDDC to the transportation industry or to the general public of the creditworthiness or integrity of entities enrolled in the program. TSPs, subcontractors and vendors are expected to resolve their commercial problems and disputes independently of SDDC, presumably through measures available to entities involved in commercial contracting (e.g., mediation, arbitration, recourse to the judicial system, collection agencies). SDDC will not interfere in the commercial contractual relationships of TSPs, their vendors and subcontractors, nor will SDDC offer actual or *de facto* dispute resolution, mediation or bill collection services.

Appendix A – TSP Application Submission Instructions

Background:

The purpose of this appendix is to outline detailed application submission requirements. By submitting this application, you legally bind the company to the representations contained therein. In addition, by your application you agree to be bound by the rules and regulations stated in the Tender of Service and applicable rate solicitations. False representations and certifications constitute a violation of 18 U.S.C. 1001, and are punishable under law and could lead to civil penalties (e.g. suspension and debarment).

After you have been issued an Electronic Transportation Acquisition (ETA) password and user id for the PPQ WEB system, you may access The Status Screen in PPQ WEB. The Status Screen is the primary screen used in the PPQ WEB system. The Status Screen provides links to blank web forms (Document Types) required to be submitted by the TSP or on behalf of the TSP. This screen reflects the status of these submitted web forms. ***All forms must be successfully submitted through PPQ WEB system before the TSP's request for approval will be reviewed and processed.*** The status screen shows the history of each document associated with a TSP. To aid in the review process of the web forms prior to submission, edits have been applied to the web forms to identify incorrect/incomplete entries. The submitter will receive immediate pop-up screen message stating the error that must be corrected before the form can be successfully submitted.

Upon SDDC's review of each submission, TSPs not meeting the qualification requirements will have seven calendar days from the date of notification from SDDC, (which may come by telephone or email), to provide additional or corrected information. After the seven-day correction period has passed, the corrected documentation will not be considered and the TSP will not gain approval. However, SDDC may consider extenuating or mitigating circumstances showing that the TSP was not responsible for failing to meet the deadline. TSPs not approved may re-apply during the next open enrollment period. TSPs should have capability to access the Internet either from their office or using a third party vendor. TSP assumes all responsibility for all documents arriving within the established timeframe and the accuracy of each submitted document submitted by themselves or by their third party vendor (independent CPA, surety company, and insurance company).

Electronic Transportation Acquisition (ETA)

Each TSP and their third party vendor (independent CPA, surety company, and insurance company) are required to obtain an ETA account in order to access the PPQ WEB to submit applicable web forms. To request this account visit the ETA homepage located at www.sddc.army.mil. Click on "ETA systems," click on "Register for the First Time," scroll down to Personal Property, select PPQ WEB (Personal Property Carrier

Qualifications). Next select your role from the drop down menu list of roles for the PPQ WEB system. The following roles are available for selection:

- TSP
- Insurance Company
- Surety Company
- CPA

A role determines the applications within a system that you will be allowed to use. You may only choose one role per system. Click the “Generate Request Form” button at the bottom after you’ve selected PPQ WEB and your role. When you click the “Generate Request Form” button, an entry screen will prompt you to enter your information. Please note that fields containing an asterisk are required fields for registration. Also, the accuracy of your email address is extremely important for the registration process. All the roles listed above will need their own separate ETA account.

Upon completing and submitting your ETA registration information, you will be sent an email confirming your request. This email will contain your Request ID (which will become your ETA user ID upon approval). If you do not receive your confirmation email within 24 hours (usually it comes much sooner), please contact by email ppqweb@sddc.army.mil the administrator of Personal Property Qualifications. Please include your Request ID/User ID in all correspondence with ETA administrators. Within 5-7 business days you should receive notification of approval (and a password) or a denial. You must obtain this password before you can continue to apply for approval.

DoD will require that all users of DoD systems use digital certificates as means of access to those systems. At that time, commercial users will have to obtain a digital certificate from one of the External Certificate Authority vendors at a cost. You must purchase the “identity” certificate at a minimum. Some of the vendors offer “encryption” certificates for use with E-mail but this is not required for use with ETA. Currently, Digital Certificates are optional. Commercial users will not be able to access any of the DoD SDDC systems without the Digital Certificate after implementation. Be aware that each ETA user-id (TSP, surety, etc.) may have only one unique certificate associated with it. You will be directed how to link your certificate to your ETA user-id on the ETA home page.

PPQ WEB Application

The PPQ WEB application is a web-based system that tracks documents pertinent to the TSP qualification process for both domestic and international TSPs. This system allows TSPs or their representatives (Certified Public Accountants, Surety representatives or Insurance company representatives) to fill out the necessary qualification forms through web pages and provides real time edit checks on formatting, thus allowing problems with their forms to be corrected before submission. This prevents wasted time and effort in having the forms manually reviewed and problems reported back later. The submitted information is stored at SDDC in the PPQ WEB database tables. All of the web

submitted forms are user authenticated. The following forms must be submitted using the web forms provided:

1. Electronic Tender Of Service Signature Sheet (ETOSSS) (filed by TSP)
2. List of Countries/States and Codes of Service (LOCCS) (filed by TSP)
3. Certificate of Cargo Liability Insurance (filed by insurance company)
4. Performance Bond (filed by surety company)
5. Certificate of Independent Pricing (filed by TSP)
6. Financial Data/Statement (filed by independent CPA)

In addition to web forms, the following non-web forms may be required as part of the TSP's application. These forms *must* be submitted via FAX ONLY to the fax server at SDDC Alexandria, Virginia at (703) 428-3321. If any of the following documents are received via mail or are faxed to any other fax number other than (703) 428-3321, those documents will not be accepted. TSPs must submit the following when applicable:

1. If you are applying for Interstate and/or International approval you must provide a DOT FMCSA Freight Forwarder permit or DOT FMCSA Motor Carrier certificate. (The DOT FMCSA issues the only operating authority acceptable to meet this requirement).
2. If you are only applying for Intrastate TSP approval you must provide a state permit. If that state is deregulated and no permit is issued, you must submit Articles of Incorporation.
3. Key Personnel Resumes or References will be faxed to SDDC only upon request.
4. Proof of Company Experience will be faxed to SDDC only upon request.

Status Screen

The Status Screen is the primary screen used in the PPQ WEB system. The screen reflects administrative information and four status sections. Each section contains documents with a common status.

Approved Documents: After processing by SDDC, all approved web-based documents will be displayed here with document type, dates of submission and dates of acceptance. The TSP under this section may make edits. Once the edits are completed and submitted a new document will be displayed in the Pending Section with a new date of submission.

Pending Documents: These are web-based documents listed by document type and dates of submission that have been submitted and are waiting to be reviewed by SDDC. The TSP under this section may make edits. The edited document will appear again in this section with a new date of submission. If a warning comes up in this section, click the warning to view the warning message.

Rejected Documents: After processing by SDDC, all rejected web-based documents will be displayed here with document type, dates of submission and dates of rejection. The TSP under this section may make edits. The edited document will appear again in the Pending Section with a new date of submission.

Remaining Required Documents: (Does not include documents required to be faxed in to SDDC): These are web-based documents that the TSP or his industry partner must submit before SDDC will review and process the TSP's qualification package. Do not forget that there are faxed in document requirements that must be met in addition to the submission of these web-based documents.

For new entrants, all other sections will contain no documents, and the "Remaining Required Documents" section will contain all of the documents listed above in the PPQ WEB Application. As documents are submitted, they will move from the "Remaining Section" into the "Pending Section". After processing by SDDC, the documents will appear in the "Approved Documents" or "Rejected Documents" section.

Note that the status screen allows previously submitted documents to be viewed at any time, so printing the documents prior to submission is no longer required.

Form Completion:

The qualification forms are the same for both the International and Domestic programs with exception of the performance bond that is required in the Domestic Interstate program and the International program. Also, minimums and amounts may differ (please refer to different Sections of this book for details). To complete the forms, simply click on each form link located in the "Remaining Required Documents" of the Status Screen. Complete each form and then hit "Submit". More detail for each form is provided in the Detailed Form Instructions below.

Please note that every field on every form **MUST** have an entry. If the data requested does not apply, type N/A, NONE, or NA and for numeric fields a zero is required.

Detailed Form Instructions:

The following will lay out detailed instructions for completing each individual form that a TSP or his industry partner/authorized representative, working on his behalf, must complete before the TSP may be considered for qualification by SDDC. The TSP must submit the Electronic Tender of Service Signature Sheet (ETOSSS) and the List of Countries/States And Codes of Service Form (LOCCS) first before any other document may successfully be submitted.

Electronic Tender of Service Signature Sheet (ETOSSS)

The TSP must certify that they meet the specific TSP Qualification Requirement indicated on the top of the page and by reading and checking/selecting the appropriate statements; otherwise, approval will not be granted.

PART I - CERTIFICATION

Please select Yes or No on the Common Financial and/or Administrative Control (CFAC) Certification questions in reference to being in CFAC with another DoD approved household goods TSP or forwarder. You must list the standard carrier alpha code (SCAC) of each of the TSPs followed by a semicolon. For a description of CFAC, see the Tender of Service in the DTR, Appendix B.

NOTE: To list CFAC relationships, you must follow each SCAC with a semicolon and no spaces.

PART II - TYPE OF SERVICE

- Indicate the type of service you wish to participate in (Interstate, Intrastate, and/or International).
- Annotate if you are a DOT FMSCA Freight Forwarder (FF), DOT FMSCA Motor Carrier (MC), and/or Broker (B) for each type of service. However, please be aware that SDDC does not do business with Brokers in the Personal Property program unless they also have DOT FMSCA Motor Carrier or DOT FMSCA Freight Forwarder authority. If you are an Intrastate TSP and your state is deregulated and no “permit” is issued, check MC or FF and annotate your Articles of Incorporation number in the MC or FF Number block.
- TSP Respond YES or NO in every box for the codes of service.

PART III - TSP PROCESSING DATA

- Standard Carrier Alpha Code (SCAC) block – Motor Carriers and Regulated Freight Forwarders must have a four-letter alpha code (SCAC) as annotated in this block. If you do not have a SCAC, you may obtain it from the National Motor Freight Traffic Association by calling (703) 838-1831. A fee is required initially and annually.
- Employer’s Internal Revenue Service Identification Number block - (self-explanatory).
- Name of TSP block - This block must match the company name annotated on your State and/or ICC, FHA operating authority(ies). All authorities must be

consistence in company name. If there is a “Doing Business As” company name, please annotate the complete company name on all forms.

- DOT number. (self-explanatory).
- Physical Street Address block - Enter a street address including City, State and Zip Code.
- Mailing Address block - Enter Post Office box address (if applicable), including City, State and Zip Code.
- Telephone Numbers, Fax Number, Toll Free Number and Central Email Address block - (self-explanatory).

PART IV - SCAC/AND/OR TSP NAME CHANGE

Indicate if the SCAC specified on the form is a change from a previous SCAC. If so, specify the original SCAC and TSP name.

PART V – INDIVIDUAL SHAREHOLDER(S) OR PARTNER(S) INFORMATION

Enter the names of all shareholders involved in the company and their respective percentage of shares OR enter the names of all partners and their respective outstanding capital stock/partnership interest in the company.

PART VI - OFFICIAL(s) AUTHORIZED TO SUBMIT ELECTRONIC FORMS

Review all of the form types, A-E, and check mark the types of forms each official has the authority to submit on behalf of the company. Enter the name of the officer and his title. Each letter represents a specific form. If each official is authorized to submit all documents, you may check (E) ALL boxes. If you participate in the intrastate program, please be sure that an official can sign for (D) Manual Rate Tenders, or we will not be able to accept manual rate tenders submitted by your company. When filling out Key Personnel, follow instructions provided on the ETOSSS form.

PART VII - SMALL BUSINESS CERTIFICATION

Click the Small Business link to review criteria to be considered a Small Business entity. If you are a Small Business select “Yes” in the box provided; if not select “No”.

PART VIII - PRESIDENT’S CERTIFICATION

Self-Explanatory - This field is automatically populated from the President’s Name field from above.

List of Countries/States And Codes of Service Form (LOCCS)

Please check the appropriate Domestic and/or International program(s) at the top of the page.

The list of Countries/States and Codes of Service are divided into two sections and three parts. The first section addresses which Domestic program and what Domestic codes of service your company would like authorization to perform. The second section addresses the International program and what International codes of service your company would like authorization to perform.

All applicants must complete and submit the List of Countries/States and Codes of Service form. Please check EACH box that applies to your level of service for EACH area.

You may only add approval during an open season.

If the TSP deletes a code of service from the LOCCS, that code of service will be removed from the program.

Certificate of Independent Pricing

After reading paragraphs A and B of the form, select radio button 1 or 2 in paragraph C, which will fill in the appropriate blanks. Fill in your Name, Title and Organization. The names listed here must be also listed on the ETOSSS. This certificate must be submitted by the TSP's President.

Certificate of Cargo Liability Insurance

Insurance companies, please complete appropriate parts of form based on TSP's request. Refer to this book in the appropriate Section for insurance requirements. The form is continuous until cancelled by the insurance company or TSP.

Performance Bond

Surety companies, please complete appropriate parts of form for International and/or Domestic Interstate service. Refer to this book in the appropriate Section for bond requirements. Please complete the appropriate parts of this form based on the TSP's request. The form is continuous until cancelled by the surety company.

Financial Data/Statement

General. All TSPs must have a rationale for existence other than to game pricing or the parent company's market share from the program. SDDC wants to see the health of the TSP applying to enter or continue participating in the DoD Personal Property Program. TSPs must submit financial data that documents the business operations of the single TSP seeking to qualify or to continue to do business with the DoD. SDDC will not accept combined or consolidated reports where there is no separation from one TSP to another. In other words, SDDC wants to see the health of the individual TSPs. Letters of guarantee from a parent company will not be accepted. Each individual TSP, must separately report SCAC code, and must comply with required ratio minimums as detailed below. TSPs must have their independent Certified Public Accountant provide data from audited or reviewed financial statements. Data will be submitted annually via the web using the Financial Statement web form. SDDC retains the right to request a hard copy of the TSP's full financial statements. If a hard copy of the financial statement is requested by SDDC, the TSP may submit one document containing several companies separate financial information, as long as the financial information is reported in each individual company's name and reflects that company's account information. These requested statements must include all referenced footnotes and the audit or review report. Because these reports are already completed and on file with the TSP, SDDC expects any request report to be provided to the requesting official within 5 workdays. TSP not responding within this time period may be removed from the program. Each TSP must meet and maintain the required minimum ratios, as detailed below.

Definition of Accounting Terms and Ratios. The following definitions apply to the filing of financial data and statements. TSPs should consult their accountant to answer questions on definitions or how to best present financial data.

Quick Ratio (1 to 1 or Greater): The quick ratio measures the ability of a business to meet current bills, and is defined as cash plus receivables divided by current liabilities. . SDDC recognizes the industry's uniqueness in that many transportation related costs are incurred and paid by the carrier after the military shipment is picked-up from the member and prior to delivery or placement in Storage in Transit (SIT). This lag time causes a mismatch between revenues and expenses. If the expenses are included in the financial statements and identified separately as prepaid transportation expenses or unbilled receivables, SDDC will consider them in the Quick Ratio analysis.

Debt to Equity Ratio (4 to1 or Less): Total liabilities divided by the company's equity.

Part I – CERTIFICATION

Stipulate whether the data/statement is reviewed or audited. Annotate the Quick Ratio and the Debt to Equity Ratio.

NOTE: Date is the date of the financial statement, not the date of the review or audit report.

Part II – ACCOUNTANT INFORMATION

Self-explanatory.

Part III – BALANCE SHEET

If applicable, amounts receivables from stockholders, related parties, and affiliates should be shown in a separate line in this section and not aggregated in the trade receivable account.

Part IV – NARRATIVE

(Note a pending change to the ETA financial form will allow the CPA to add narrative notes to data submitted including events subsequent to the date of the financial statement).

Appendix B - Definitions

The Department of Defense Personal Property Program contains terminology and acronyms, which are unique to the program. The following definitions are provided to give you a basic understanding of the terms used:

Cargo Liability Insurance: Insurance required by a TSP to cover compensation for loss and/or damage to all property belonging to shippers or consignees and coming into the possession of the TSP in connection with its transportation service performed for the account of the Department of Defense, regardless of whether the motor vehicles, terminals, warehouses, and other facilities used in connection with the transportation of such property are specifically described in the policy or not.

Codes of Service: The following are definable types of service under the Through Government Bill Lading (TGBL) method:

Code 1 - Domestic Motor Van – Movement of household goods in a motor van from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 1A for interstate movements and Code 1B for intrastate movements.

Code 2 – Domestic Container – Movement of household goods in containers from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 2A for interstate movements and Code 2B for intrastate movements.

Code 3 – International Door-to-Door Container – Movement of household goods in containers using MSC negotiated rates to commercial port of discharge.

Code 4 – International Door-to-Door Container – Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes) whereby a TSP provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without re-handling of container contents.

Code 5 – International Door-to-Door Container Government Ocean Transportation – Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes) whereby a TSP provides linehaul service from origin residence to military ocean terminal, the government provides ocean (MSC) transportation to designated port of discharge, and the TSP provides linehaul service to destination residence, all without re-handling of container contents.

Code 7 – International Land-Water-Land Baggage – Movement of unaccompanied baggage whereby the TSP provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

Code 8 – International Land-Air-Land Baggage – Movement of unaccompanied baggage whereby the TSP provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

Code T – International Door-to-Door Container - AMC - Movement of household goods whereby the TSP provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to the destination residence.

Code J – International Land-Air (AMC)-Land Baggage – Movement of unaccompanied baggage whereby the TSP provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

Common Financial and/or Administrative Control:

This means the power, actual as well as legal, to influence the management, direction or functioning of any other TSP(s) or forwarder(s). Circumstances surrounding organization or operation, which may, but do not always result in a common financial and/or administrative control relationship, include the following:

1. Majority or Minority Ownership
2. Familial Relationships
3. Voting Securities
4. Common Director, Officers, and/or Stockholders
5. Voting or Holding Trusts
6. Associated Companies
7. Contract or Debt Relationships

Continental United States (CONUS): All 48 contiguous states and the District of Columbia.

Digital (Identity) Certificate: A digital identity certificate is the digital equivalent of an ID card. Using digital identity certificates provides a tighter security environment.

Domestic Boat Program: Movement of privately owned boats, belonging to DoD military personnel only. Definition of boats is included in JFTR, Para. U5310F. For the movement of self-propelled boats see JFTR, Para U5510. For movement of boats used as a primary residence, see JFTR, Para U5500, JTR Para C10000, and procedures in 407 of Defense Transportation Regulation (DOD 4500.9R) Part IV Personal Property.

Electronic Data Interchange (EDI): The computer to computer exchange of business data using standards jointly developed by standards groups such as American National Standards Institute (ANSI) or Electronic Data Interchange Agency.

ETA: Electronic Transportation Acquisition is a system that provides a single point of entry to the transportation community through the use of the Worldwide Web. The Military Surface Deployment and Distribution Command (SDDC) ETA system provides access to SDDC transportation systems as well as links to other transportation sites. The ETA system is divided into four major transportation categories: Freight/Cargo, Passenger, Personal Property, and General Services.

ETOSSS: The Electronic Tender of Service Signature Sheet; completion of this form certifies that you have read the Tender of Service (Appendix B), and agree to provide service in accordance with the provisions contained therein. The TSP is responsible for submitting a new ETOSSS when changes occur concerning one or more of the following: company name, address, telephone number, e-mail address, company officers, etc.

Financial Statements: The presentation of financial data, including accompanying notes derived from accounting records and intended to communicate an entity's economic resources or obligations at a point in time, or the changes therein for a period of time, in accordance with a comprehensive basis of accounting.

Interstate Shipment: Any personal property, boat, or mobile home shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia.

International Shipment: The movement of household goods or unaccompanied baggage between a point in the continental United States and a point in an overseas area.

Intrastate shipment: Any personal property, boat, or mobile home shipment originating in a state destined for the same state.

Key Personnel: Two managing officers of a company (excluding Treasurer and Secretary) that must have at least (3) three years experience transporting Personal Property.

LOCCS: The List of Countries/States and Codes of Service: The web form that lists countries/states and codes of service to which TSPs applying for approval to service.

Mobile Home: A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.

Operating Authority: An authorization issued by DOT or individual state regulatory body for a commercial TSP to perform transportation service.

Performance Bond: This performance bond serves to protect the Government in the event the TSP to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for: over charges; related administrative costs; and procurement costs when due to the Principal's failure to complete delivery of a shipment, the Military Surface Deployment and Distribution Command deems it necessary to procure transportation services from an alternate TSP. The Government shall be the sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy, or an involuntary bankruptcy. To obtain and maintain DOD approval in the Personal Property Program, TSPs must provide a performance bond.

PPQ WEB: Personal Property Qualification web program.

References: The TSP must submit employee experience and company experience references upon request from SDDC. Experience from employment with an international freight forwarder, van line or agent is considered an acceptance form of occupational training for purposes of meeting this requirement. Company experience can be measured by either copies of Government Bills of Ladings, invoices etc.

Small Business Certification: Criteria for eligibility as a small business for the purpose of transportation service acquisition. Self-certification is required on the ETOSSS to determine whether a company is a small business. This information is used for statistical purposes only.

Standard Carrier Alpha Code (SCAC): A four-digit alpha code that is assigned to each TSP by the National Motor Freight Traffic Association to identify that TSP in the various procedures and documents used in the DOD personal Property Shipment and Storage Program.

Tender of Service (TOS): The basic document which specifies the terms and conditions of participation in the DOD personal property program. The Household Goods and Unaccompanied Baggage Tender of Service is provided in Appendix B to the DTR, PART IV. Retain a copy for your records and future reference. The applicable tender must be read carefully and thoroughly, as it provides details concerning qualification procedures, mutual agreements and understandings, service and performance requirements, and certifications.

Trading Partner Agreement (TPA): The binding agreement setting forth terms and conditions governing the sending or receiving of electronic data sent between DOD transportation components and commercial trading partners.

Transportation Service Provider (TSP): Transportation service provider is defined in 41 CFR 102-117 and 41 CFR 102-118 "as any party, person, agent or carrier that provides freight or passenger transportation and related services to an agency. For a freight shipment this would include packers, truckers and storers. For passenger transportation this would include airlines, travel agents and travel management centers".

*** In the case of Personal Property Qualification and Rate filing, the term TSP will apply to Motor Carrier, Freight Forwarder and Broker.**

TSPs are further defined in the International Through Government Bill of lading (ITGBL) programs as follows:

a. Primary TSP: The TSP who establishes the low rate for an incentive traffic channel during the traffic distribution period is the primary TSP. A primary TSP is also referred to as a rate setter.

b. Equalization TSP: Any TSP meeting the low rate for an incentive traffic channel becomes an equalization TSP. Equalization TSPs share the remaining traffic not tendered to the primary TSP.

c. Other Participating TSP: A TSP that neither sets nor equalizes the low rate but instead files a higher rate is a participating TSP.

Trip Leasing: The primary TSP and lessor will be fully responsible for the shipment (including all loss and damage claims, and but not limited to any missed pickups and missed required delivery dates. Under this rule, household goods TSPs will only be allowed to trip lease with other DoD approved household goods TSPs. Regulation and rules governing trip leasing, as set forth by the Federal Highway Administration in the 49 CFR part 376 will apply. Failure to comply with the regulatory requirements will result in nonuse or revocation of your DoD household goods/unaccompanied baggage approval.

Appendix C – Additional Forms

CHANGE OF OWNERSHIP NOVATION AGREEMENT

Notice is hereby given that ownership of (enter TSP's Name)(enter Standard TSP Alpha Code), a DoD-approved personal property TSP, has changed as a result of sale/transfer effective (enter date). A copy of the document transferring ownership is enclosed. As an authorized official of the new owner, I certify that new owner has:

- a. Enclosed a true and correct copy of the sales agreement (or other transfer document). (Some information may have been redacted to protect sensitive information.)
- b. Acquired certain assets of the TSP and is performing the GBL-based transportation and related service contracts by virtue of the above transfer.
- c. Assumed all the obligations and liabilities of the TSP as to contracts previously performed or tendered.
- d. The capability to perform all obligations that exist under current GBL-based contracts and those that may be tendered in the future.
- e. Ratified all previous actions taken by the prior owner with respect to GBL-based contracts, with the same force and effect as if the new owner had taken the action.
- f. Agreed to be bound by the terms and conditions applicable to TSPs participating in the DOD Personal Property Program.
- g. Maintained compliance with TSP qualification requirements to include performance bond, cargo loss and damage insurance, operating authority and financial status as is evidenced by attached bond, insurance certificate and audited or reviewed financial statement.

TSP CERTIFICATION

I certify that I am the (Corporate Officer's Title—individual must be listed on the Electronic Tender of Service Signature Sheet) of (TSP's Name (SCAC)) and that I am authorized to represent (TSP's Name). I further certify that statements and documents submitted herewith are true and correct.

Witness my hand and seal this ____ day of _____ 20__.

BY: _____ (SEAL)
Signature Block

REVIEW AND ACCEPTANCE BY MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

I, _____, (Chief, Operations and Analysis Branch), have reviewed the above certifications and supporting documents and find that (enter TSP's Name) remains in compliance with the TSP qualification program and is authorized to continue participation in the DoD Personal Property Program. All payments and reimbursements

previously made by the Government to the previous owner under GBL-based contracts shall be considered to have discharged the Government's obligations under those contracts. All payments and reimbursements made by the Government after the date of this Agreement in the name of or to the previous owner shall have the same force and effect as if made to the new owner and shall constitute a complete discharge of the Government's obligations under the contracts, to the extent of the amount paid or reimbursed.

Military Surface Deployment and Distribution Command,

By _____
Title _____
Date _____

CHANGE OF COMPANY NAME NOTIFICATION

Notice is hereby given that (enter TSP's Name) (enter SCAC), a DoD-approved personal property TSP has, by amendment to its certificate of incorporation, changed its corporate name to (New TSP Name) effective (enter date).

This amendment accomplishes a change of corporate name only and all rights and obligations of the TSP and of the Government under the International/ Domestic DoD Personal Property Program are unaffected by this change.

As an authorized official of the TSP (individual must be listed on the Electronic Tender of Service Signature Sheet), I certify that:

- a. Documentary evidence of the change of corporate name is attached.
- b. The change of corporate name was properly effected under applicable law.
- c. The TSP continues to comply with TSP qualification requirements to include performance bond, cargo loss and damage insurance, operating authority and financial status as is evidenced by attached bond, insurance certificate and audited or reviewed financial statement submitted in the TSP's new name.
- d. The continued use of the TSP SCAC is authorized by The National Motor Freight Traffic Association.

TSP CERTIFICATION

I certify that I am the (Corporate Officer's Title, must be listed on the Electronic Tender of Service Signature Sheet) of (TSP's Name (SCAC)) and that I am authorized to represent (TSP's Name). I further certify that statements and documents submitted herewith are true and correct. .

Witness my hand and seal this ____ day of _____ 20__.

BY: _____ (SEAL)
Signature Block

REVIEW AND ACCEPTANCE BY MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

I, _____, (Chief, Operations and Analysis Branch), have reviewed the above certifications and supporting documents and find that (TSP's Name) has been changed to (TSP's New Name). I further find that (TSP's Name) remains in compliance with the TSP qualification program and is authorized to continue participation in the DoD Personal Property Program under its new corporate name. All documents and records on file will be changed to reflect the change of corporate name. GBL-based contracts, rates, payments and other actions made in the name of (TSP's Name) will be considered to be made in the new corporate name.

Military Surface Deployment and Distribution Command,

By _____
Title _____
Date _____

Appendix D – Recommended Publications and Hot Links

- Defense Transportation Regulation (Part IV) Personal Property
<http://public.transcom.mil/J4/j4lt/dtr.html>
 - Letter of Intent (LOI) Personal Property and Unaccompanied Baggage
http://public.transcom.mil/J4/j4lt/appendix_ay-bd.pdf
 - Tender of Service
http://public.transcom.mil/J4/j4lt/appendix_ay-bd.pdf
 - Total Quality Assurance Program (TQAP)
http://public.transcom.mil/J4/j4lt/appendix_bk-bo.pdf
 - Multi-Service Publications for DoD Personal Property Shipment and Storage Program
http://public.transcom.mil/J4/j4lt/appendix_bf-bj.pdf
 - Transit Times for Domestic Household Goods Shipments Including Alaska
http://public.transcom.mil/J4/j4lt/appendix_bf-bj.pdf
- Transit Times for International and DPM Household Goods and Unaccompanied baggage Shipments between CONUS and Overseas
http://public.transcom.mil/J4/j4lt/appendix_bk-bo.pdf
- International Personal Property Rate Solicitation
<http://www.sddc.army.mil/frontDoor/0,1383,OID=4--24-127--127,00.html>
 - Domestic Personal Property Rate Solicitation
<http://www.sddc.army.mil/frontDoor/0,1383,OID=4--23-114--114,00.html>
 - Personal Property Consignment Instruction Guide
 - Domestic http://pweb.eta.sddc.army.mil/pls/ppcig_camp/state_lookup
 - International http://pweb.eta.sddc.army.mil/pls/ppcig_camp/country_listing
 - Department of the Treasury (Circular no. 570)
<http://www.fms.treas.gov/c570/c570.html>

Appendix E – ETA Access Approval Procedures for Industry Participants

A. Transportation Service Provider:

1. New Carriers/Freight Forwarders

Access Plan: The President or CEO of the new company must request an ETA password and login through the ETA system. The President/CEO is requested to email to ppqual@sddc.army.mil [<mailto:ppqual@sddc.army.mil>](mailto:ppqual@sddc.army.mil), the following:

- An alternate to the President/CEO that may access ETA on behalf of the carrier (if desired, an alternate is not mandatory).
- Their Certified Public Accountant company's name, and name/telephone number of the company that will submit financial reports and needs access approval to ETA.

The subject line of the email shall include the carrier's SCAC and Company name. For example: ETA REGISTRATION, XXXX - Xavier Transportation, Inc.

2. Currently Approved Carriers/Freight Forwarders

Access Plan: The President or CEO of the company must request an ETA password and login through the ETA system. Upon request for a login/password to the PPQ Web system via ETA, the SDDC administrator will cross reference the President/CEO's name on the APPROVED Electronic Tender of Service Signature Sheet (ETOSSS) and the Company Name to the list of approved Carriers listing prior to issuance of the ETA login and password. If the Carrier's Company Name is not listed on the approved Carriers listing (<http://pweb.eta.mtmc.army.mil/topsadm/ftp/carrpam/carrierp.txt>) the request for password will be denied. If the President/CEO name submitted via ETA is not listed on the APPROVED ETOSSS, the request for password will be denied.

B. Insurance Companies:

SDDC will only approve individual insurance representatives that represent insurance companies that are listed in the A.M. Best Rating Guide and have a rating of A- or better. By the insurance representative applying for an ETA password, that individual is certifying that they hold the appropriate authority to represent the insurance company (power of attorney). The appropriate ETA role for the insurance representative is "Insurance Company". When

completing the ETA registration, the company name entered in the Activity/Company data field must exactly match the name listed in the A.M. Best Rating Guide. For clarity purposes the A.M. Best number may be entered in the Company Division data field.

C. Surety Companies:

SDDC will only approve individual surety representatives that represent surety companies listed in the Treasury Circular 570. By the surety representative applying for an ETA password, that individual is certifying that they hold the appropriate authority to represent the surety company (power of attorney). The appropriate role for the surety representative is “Surety Company”.

D. Certified Public Accountants (CPAs):

SDDC will only approve CPAs that are listed on the email submitted by the President/CEO of the company (see A. above). The appropriate ETA role for the CPA is CPA.

The SDDC administrator shall grant approval under the same guidelines as in paragraph 1 above.

Appendix F – CONTACT INFORMATION

Before sending an email, please review the How To Do Business Book located at www.sddc.army.mil, Personal Property/POV, under Qualification/Performance. Many questions are usually answered by reviewing the book.

SDDC has instituted a central email address for qualification and financial questions at ppqual@sddc.army.mil. Please make all qualification inquiries via this email address; do not attempt to reach qualifications or financial personnel via telephone. Given the number of TSPs and potential TSPs contacting qualification personnel via the telephone, it is burdensome and unworkable. Several individuals monitor the central mailbox.

Please include in your email inquiry your Standard Carrier Alpha Code and telephone number in case we wish to call to clarify your situation or question.

Questions referring to Electronic Transportation Acquisition (ETA) and Digital Certificate should be directed to ETA administrator by clicking on Contact ETA at email address <https://eta.sddc.army.mil> or contact Transportation Operational Personal Property Standard System (TOPS) help desk at 800-331-7348. **TOPS help desk personnel are trained to answer ETA and Digital Certificate questions. They are NOT trained to answer Personal Property qualification or financial questions.**

